



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL PROTECTION



Bureau of Environmental Cleanup & Brownfields

# ePermitting

Division of Storage Tanks Online Registration and  
Fee Payment System

Storage Tank Advisory Committee Meeting  
June 6, 2017

# Greenport Login

Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon, submit Mine Subsidence Insurance applications, enter data for Chapter 110 Water Allocation and Water Management Plan reporting, apply for the Waste Transportation Safety Program, and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEP GreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEP GreenPort](#)

[Can't remember your password? Click here](#)  
[Having problems? DEP GreenPort FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

Applications  
This list of applications to which you have access

Account Administration  
Password change, e-mail address change, password recovery hint/answer, etc.

Logout  
Logout of DEP GreenPort

Enroll  
Click on the "Enroll" button to obtain a listing of available self-registered applications.

Reporting  
eWell  
eWell


ePermitting

- User browses to the Greenport website
- User logs into Greenport
  - User required to have Greenport account
  - User will need to be given access to ePermitting – Legal agreement form will be required.
- User clicks the ePermitting button for access to the application

# ePermitting Dashboard

## ePermit Dashboard

Home Authorization Maintenance



Logout 

**Pending (1)**

Completed (1)

Authorization Type

Storage Tank Registration/Permitting

Client ID	Client Name	Authorization Type	Request Type	Overall Status		
<input type="checkbox"/> - 187779	Pop's Gas	Storage Tank Registration/Permitting	Renewal			
Facility ID	Facility Name	City	Invoice Number	Invoice Date	Due Date	Status
<input type="checkbox"/> <a href="#">Edit</a> 12-18769	Pop's Gas Station	Anytown	1001444	1/1/2017	3/15/2017	

Verify Selected Facilities

Bulk Payment

- After successful login, user is directed to Dashboard
- Authorizations will be grouped on tabbed pages by Status.
- Note the “Pending” tab is currently active on this mock-up.
- Tab will only display if there is at least one authorization with that status.
- Bulk Payment button will notify user that any ‘red’ status items cannot be paid.
- Instructions will be provided on each page.

# Overview Page – Single Facility

## ePermit Authorization Overview Page – Pop’s Gas Station – #12-12345

Home Authorization Maintenance

Logout



Storage Tank Registration/Permitting ▲

Included	Go To	Status	Completed
✓	<a href="#">Verify Facility Information</a>	✖	
✓	<a href="#">Registration Fee</a>	✔	

Save

Pay & Submit

Back to Dashboard

- The status will show as red if the facility information has not been verified.
- The Pay & Submit button will not be available.

# Verify Facility Information

## ePermit Module Detail – Verify Facility Information – Pop’s Gas Station – #12-12345

Home Create Authorization

Maintenance

Logout



### Facility Information



Facility ID

Facility Name

Street # and Name

Address Line #2

City  State  Zip code

Is the above information accurate?\* Yes  No

### Tank Owner Information



First Name  Middle Initial  Last Name

EIN/SSN

Street # and Name or P.O. Box

Address Line #2

City  State  Zip code

Country

Is the above information accurate? Yes  No

- Invoice will not be able to be paid without verifying the accuracy of facility and ownership information in the DEP database.
- This will assist the DEP in maintaining current, accurate information.

# Verify Facility Information - continued

## Responsible Official Contact Information

First Name  Middle Initial  Last Name   
Title   
Contact Firm   
Street # and Name or P.O. Box\*   
Address Line #2   
City\*  State\*  Zip code\*   
Country   
Telephone #  Ext.   
Email   
FAX

- Contact information for correspondence and billing will be able to be updated by the user.

Should the invoice be sent to the same address as listed above?\* Yes  No

First Name  Middle Initial  Last Name   
Title   
Contact Firm   
Street # and Name or P.O. Box\*   
Address Line #2   
City\*  State\*  Zip code\*   
Country   
Telephone #  Ext.   
Email   
FAX

# Verify Facility Information - continued

## Tank Information

SEQ #	Tank Status	Permit Status	Capacity	Substance	Invoice Period	Amount
001	C	Issued	10,000	GAS	02/2016 – 02/2017	\$50.00
002	C	Issued	10,000	GAS	02/2016 – 02/2017	\$50.00
003	T	Issued	10,000	GAS	02/2016 – 02/2017	\$50.00

Is the above information accurate?\* Yes  No

Tank information must be corrected prior to submission of registration fees. Please contact Division of Storage Tanks at 1-800-42-TANKS

Save

Completeness Check

Back to Overview

Mass Contact Update

- The user will be able to use the Mass Contact Update to update contact information for multiple facilities.

# Mass Contact Update

## ePermit Mass Contact Update

Home Authorization Maintenance

Logout



Contact to Copy Invoice Contact

First Name  Middle Initial  Last Name   
Title   
Contact Firm   
Street # and Name or P.O. Box\*   
Address Line #2   
City\*  State\*  Zip code\*   
Country   
Telephone #  Ext.   
Email   
FAX

- Entities listed in bottom grid are ALL facilities associated to each client.
- User will confirm copy of address information if they click the Copy button.

Select entities to copy this contact to:

Client ID	Client Name
<input type="checkbox"/> 187779	Pop's Gas

Facility ID	Facility Name	Street # and Name	City	Zip code
<input type="checkbox"/> 12-187689	Pop's Gas Station	45 South St.	Town	88888

Copy

Back to Verify Facility Information



# ePermitting Dashboard

## ePermitting Dashboard

Home Authorization Maintenance

Logout



Pending (10)

Completed (10)

Authorization Type

Client ID	Client Name	Authorization Type	Request Type	Overall Status
<input type="checkbox"/> - 167231	Gas Sellers	Storage Tank Registration/Permitting	Renewal	

	Facility ID	Facility Name	City	Invoice Number	Invoice Date	Due Date	Status
<input checked="" type="checkbox"/>	<a href="#">Edit</a> 12-18601	Store #238	Anytown	1000936	2/1/2017	4/1/2017	
<input checked="" type="checkbox"/>	<a href="#">Edit</a> 12-18603	Store #3756	Anywhere	1001354	2/1/2017	4/1/2017	
<input checked="" type="checkbox"/>	<a href="#">Edit</a> 12-18600	Store #12	Big City	1033545	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18678	Store #976	Small Town	5413358	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18655	Store #11235	Metropolis	1357655	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18641	Store #54	Harrisburg	3857916	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18697	Store #852	York	1032514	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18613	Store #456	Lancaster	9458465	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18604	Store #95	Pittsburgh	5513547	2/1/2017	4/1/2017	
<input type="checkbox"/>	<a href="#">Edit</a> 12-18690	Store #159	Scranton	6945132	4/1/2017	6/1/2017	

Verify Selected Facilities

Bulk Payment

- Data will be shown oldest to newest by Invoice Date
- Invoices in the DEP database are periodically voided if a newer invoice is generated. The system will take this into account and only display 'active' invoices.

# ePermitting Dashboard

Home Authorization Maintenance

Logout



Pending (10)

**Completed (10)**

Authorization Type

Filter by Date Paid:  to

Client ID	Client Name	Authorization Type	Request Type
- 167231	Gas Sellers	Storage Tank Registration/Permitting	Registration Fee Payment

	Facility ID	Facility Name	City	Invoice Number	Invoice Date	Date Paid	Temporary Registration Certificate
<a href="#">View</a>	12-18601	Store #211	Anytown	2000936	4/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	12-18603	Store #36	Anywhere	2001354	4/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	12-18500	Store #164	Big City	3033545	4/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	12-18678	Store #9	Small Town	4413358	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	12-18655	Store #154	Metropolis	2357655	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	01-18641	Store #44	Harrisburg	7857916	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	10-18697	Store #82	York	6032514	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	20-18613	Store #461	Lancaster	2458465	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	12-18604	Store #977	Pittsburgh	7513547	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>
<a href="#">View</a>	12-18690	Store #1587	Scranton	2945132	2/1/2017	6/1/2017	<a href="#">View Temporary Certificate</a>

Verify Selected Facilities

Bulk Payment

- Temporary certificate will be a snapshot of when user paid and will have an expiration date.
- Data will be shown newest to oldest by Invoice Date.
- Date Paid filter will default to the range of Today's date minus one year.

# Mass Data Verification

## ePermit Mass Data Verification

Home Authorization Maintenance

Logout



Accurate Data?	Client Name	EIN/SSN	Street Address	Address Line #2	City	State	Zipcode	Telephone	Ext	Current Amount Due
-	<input type="checkbox"/>	Gas Sellers	9839284712	P.O.Box 46	Another	PA	29382			\$6,222.56

Select All	Accurate Data?	Edit	Facility ID	Facility Name	Address	City	State	Zipcode	Current Amount Due
<a href="#">+</a>	<input type="checkbox"/>	<a href="#">Edit</a>	12-18601	Store #238		Another	PA	29382	\$2,022.56
<a href="#">+</a>	<input type="checkbox"/>	<a href="#">Edit</a>	12-18623	Store #3756		CityName	PA	21983	\$4,050.00
<a href="#">-</a>	<input type="checkbox"/>	<a href="#">Edit</a>	12-18600	Store #12		Anytown	PA	17948	\$ 150.00

Responsible Official	Street Address	Address Line #2	City	State	Zipcode	Telephone	Ext
Sam Jones	15 Golf Way		Place	PA	17112		

Invoice Contact	Street Address	Address Line #2	City	State	Zipcode	Telephone	Ext
Jane Accountant	12 South St.		Anywhere	PA	17111		

SEQ #	Tank Status	Permit Status	Capacity	Substance	Invoice Period	Amount
001	C	Issued	10,000	GAS	02/2016 – 02/2017	\$50.00
002	C	Issued	10,000	GAS	02/2016 – 02/2017	\$50.00
003	T	Issued	10,000	GAS	02/2016 – 02/2017	\$50.00

Save

Completeness Check

Back to Dashboard

- Client will be expanded by default, but facilities will stay collapsed.
- If facility information is not marked 'accurate', then payment cannot be made.

# ePermitting Advantages

## Advantages for DEP:

- Currently processing over 9,000 checks/year by hand – this system will automate the process.
- Accuracy of payments – payments will need to match the invoiced amount.
- Significant reduction in number of manually generated temporary registration letters due to certificate expiration.

## Advantages for tank owners:

- Instant processing of credit/debit card payment or ACH payment. No need to request a paper check.
- Immediate availability of temporary registration certificate for the facility.
- Ability to update contact information without paper submittal.

## Future:

- Currently working on next phase, which is the online submittal of registration information.
- Eventually integrate with certified installers/inspectors for certification applications, electronic workflow between tank owners and certified individuals, and online inspection and modification reporting.

# Contact Information

Questions or comments?

Eric Lingle, Chief

Registration, Permitting and Certification Section  
Division of Storage Tanks

Phone: 717-783-2403

eMail: [elingle@pa.gov](mailto:elingle@pa.gov)